



Pre Event Questionnaire

We would like to help ensure your event runs as smoothly as possible. Please help us by providing the following information. Some of the requested information may not be applicable to your event. Please indicate N/A (not applicable) in these sections.

Once you've completed the form please fax or email it to:
Maja@OneStoryOneWorld.com / FAX: 469.229.5676

Your Organization Information:

Name of Organization: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ Province/State: _____

Postal/Zip code: _____

Telephone: _____ Ext: _____

Email: _____ Website: _____

Additional Event Support Contact

Please provide the contact information for any additional individuals who will be working on/supporting your event that we may need to interact with:

Contact Name: _____

Title/Role: _____

Telephone: _____ Ext: _____

Email: _____

Conference Call

We would like to arrange a telephone call between you and Maja prior to your conference to discuss your presentation needs. Maja will have questions for you that will help her customize her presentation to fit the unique needs of your group. Please advise the following so that we can arrange the telephone call:

Name and position of individual who will be speaking with Maja:

Contact Name: _____

Telephone: _____ Ext: _____

Email: _____

Name and contact of person who will set up the telephone call: If different to above

Contact Name: _____

Telephone: _____ Ext: _____

Email: _____

The Venue

Venue Name: _____

Venue Street Address: _____

City: _____ Province/State: _____

Postal/Zip code: _____

Meeting Room Name: _____

Who should Maja speak with when she arrives?

Contact Name: _____

Telephone: _____

Mobile/Cell: _____

Event Details

Speaking Date: _____

Speaking Time: _____ Duration in minutes: _____

Event Title: _____

Event Theme: _____

What is the type of event you are holding? e.g. annual conference, product launch etc.

Number of Attendees: _____

Please describe who your audience is: i.e. management team, staff, public, youth etc.

What is the male/female ratio of the audience? _____% Male _____% Female

What is the age range of the audience? _____

Appropriate Attire: _____

Would you like Maja to join your group for any meals? _____

If yes, please provide details: _____

Will Maja's presentation be videotaped? _____

If yes, please contact us for details on our requirements.

Audio Visual (AV)

AV Technician Name: _____

Phone Number: _____

Email Address: _____

Travel

Nearest Airport: _____

For ground transportation please indicate if:

_____ You will arrange _____ Maja's office to arrange

If you are arranging ground transport, please indicate the following:

Contact Name: _____

For accommodation please indicate if:

_____ You will arrange _____ Maja's office to arrange

Hotel Name: _____

Hotel Street Address: _____

City: _____ Province/State: _____

Postal/Zip code: _____ Telephone: _____

Reservation Confirmation Number: _____

Check In Date: _____ Check Out Date: _____

If you have any questions, please call Maja at 727.252.9456 or email at Maja@OneStoryOneWorld.com